



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

July 17, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-02

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Discontinuance of Off-Cycle Processing on Payroll Calc Monday

Effective July 21, 2003, ISIS HR will no longer allow off-cycle processing on Payroll Calc Monday due to the very low number of off-cycles processed by agencies.

This change will **not** impact the users ability to continue updating records on Payroll Calc Monday, but will impact the off-cycle schedule. Off-cycle will be locked for processing on non-payday Friday afternoon only and will remain locked until payroll Wednesday.

If you have any questions in reference to this change, please contact a member of the Benefits and Financial Administration Unit at (225):

Angela Woods 342-5345
Orneatha Wright 342-5357
Angel Vernon 342-5344

Penny Jones 342-5354
Paula Rotolo 342-5377

JWC:ACV